



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ENVIRONMENTAL SYSTEMS SUPERVISOR II	36	G	9.404
ENVIRONMENTAL SYSTEMS SUPERVISOR I	34	G	9.413

### SERIES CONCEPT

Performs and/or supervises skilled work in the installation, operation, maintenance and repair of heating, air conditioning, humidifying and ventilation equipment. Prioritizes and schedules maintenance, repairs or systems modification in accordance with, seasonal demands, agency needs and budget restrictions.

Establishes preventative maintenance schedules in accordance with seasonal demands and manufacturer's guidelines to maximize performance and life span of equipment. System maintenance is performed on low and high pressure steam and hot water boilers, fuel and combustion systems, forced air furnaces, radiant heaters, chillers, window air conditioning units, evaporative coolers and refrigeration unit. Maintains auxiliary equipment such as motors, pumps, fans, pipe systems, compressors, humidifiers and pneumatic and electronic controls units. Maintains records and prepares reports pertinent to equipment performance and regulatory inspections.

Diagnoses malfunctions of the equipment by observing gauges and controls, referencing building blue prints and equipment diagrams, inspecting equipment and using electrical testing instruments. Contacts vendors and contractors for parts or repair estimates; orders parts and services within supervisory and departmental restrictions; performs the more complex system maintenance and repair such as those required on electronic or pneumatic controls; performs or oversees major repairs and provides technical assistance to subordinate staff and administrative staff. Assigns routine repairs and maintenance to subordinate staff and inspects the completed work. Responds to emergencies such as system failure by analyzing impact on equipment and facility, determining control procedures and organizing material and labor for necessary repairs.

Supervises skilled Heat Plant Specialists and Air Conditioning/Refrigeration Specialists by establishing work standards, evaluating performance and providing discipline and training.

References historical records and solicits material and equipment cost data from vendor and manufacturers; prepares cost, labor and time estimates for new projects to allow administrative review; and makes recommendations regarding major modifications, equipment purchases and energy consumption.

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### CLASS CONCEPTS

#### ENVIRONMENTAL SYSTEMS SUPERVISOR II

Under the administrative direction of the department head, positions in this class perform all or part of the duties described in the series concepts; directly or indirectly supervise a staff of technicians and first line supervisors engaged in operating and maintaining complex heating and air conditioning systems; monitors energy consumption and promotes energy conservation.

**CLASS CONCEPTS (cont.)**

Incumbents lay out broad work assignments for first line supervisors, establish work priorities, implement departmental policy and procedures; maintain records pertaining to logs, schedules, work activities and personnel actions. Incumbents may provide field oriented plan checks, equipment specifications and system characteristics to engineering or management staff for development of major system modification projects.

Incumbents may operate or oversee a computerized heating/air conditioning management system by programming utility needs for a variety of facilities; recording work schedules, tracking maintenance schedules and monitoring system performance to determine if operating objectives are being met.

Positions in this class are characterized by supervising a staff of 15 or more Heat Plant Specialists and Air Conditioning/Refrigeration Specialists and first line supervisors.

Positions in this class are distinguished from those at the lower level by the scope of administrative duties, the variety and complexity of problem solving, the level of subordinate/supervisory positions and the scope of decision making associated with the largest heating, ventilation, refrigeration and air conditioning plant setting.

**ENVIRONMENTAL SYSTEMS SUPERVISOR I**

Under limited supervision of a division or department head, positions in this class perform all or part of the duties described in the series concept and provide direct supervision to a staff of Heat Plant Specialists, Air Conditioning/Refrigeration Specialists, and lower level semi-skilled workers.

Incumbents may provide technical assistance to subordinate or engineering staff by identifying causes of component or system failure, solving problems related to equipment installation and repair, performing some of the more complex system maintenance and repair such as those required on electronic or pneumatic controls or designing needed system modifications such as a chiller by-pass system. Incumbents may prepare reports, plans and specifications related to equipment installation or modification.

Positions in this class are characterized by supervising a subordinate staff of less than 15 technicians and lower level semi-skilled workers.

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**MINIMUM QUALIFICATIONS**

**ENVIRONMENTAL SYSTEMS SUPERVISOR II**

**EDUCATION AND EXPERIENCE:**

I

Graduation from high school or the equivalent and five years of journey level experience in the operation, maintenance and repair of commercial heating and air conditioning equipment equivalent to a Heating/Air Conditioning Specialist in Nevada State service; plus 30 semester credits in the heating and air conditioning technologies, 24 of which were in the air conditioning and refrigeration technology; OR

**MINIMUM QUALIFICATIONS (cont.)**

**EDUCATION AND EXPERIENCE: (cont.)**

**II**

Two years of journey level experience operating, maintaining and repairing commercial heating, air conditioning and refrigeration equipment and performing lead work supervision equivalent to a Heating/Air Conditioning Specialist II in Nevada State service; OR

**III**

An equivalent combination of education and experience that provided the applicant with the entry level knowledge, skills and abilities. One year of journey level experience or one year of vocational/technical school may be substituted for 30 semester credits.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of regional and facility energy resources. Working knowledge of departmental policies and procedures related to energy management and record keeping.

Ability to review and analyze written and computerized data to solve problems related to equipment efficiency and energy consumption.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the principles and practices associated with energy conservation.

Ability to prioritize and delegate the diverse and complex work assignments associated with a large multi-unit facility.

In addition, all knowledge, skills and abilities required at the lower level of the series.

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**ENVIRONMENTAL SYSTEMS SUPERVISOR I**

**EDUCATION AND EXPERIENCE:**

**I**

Graduation from high school or the equivalent and four years of journey level experience in the operation, maintenance and repair of commercial heating, air conditioning and refrigeration equipment equivalent to a Heating/Air Conditioning Specialist I in Nevada State service, plus 30 semester credits in the heating and air conditioning technologies, 24 of which were in the air conditioning and refrigeration technology; OR

**II**

Two years of journey level experience in the operation, maintenance and repair of commercial heating and air conditioning and performing equivalent to a Heating and Air Conditioning Specialist II in Nevada State service; OR

**MINIMUM QUALIFICATIONS (cont.)**

**EDUCATION AND EXPERIENCE: (cont.)**

**III**

An equivalent combination of education and experience that provided the applicant with the entry level knowledge, skills and abilities. One year of journey level experience or one year of vocational/technical school may be substituted for 30 semester credits.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of a computerized energy management system. Knowledge of the principles and practices of supervision. Knowledge of departmental and State purchasing policies and procedures.

Ability to supervise and direct the work of other skilled personnel. Ability to train subordinate staff in work techniques and safety procedures. Ability to plan and schedule work to accommodate staff, agency needs and seasonal demands. Ability to provide technical assistance in all phases of heating and air conditioning to engineering, administrative and subordinate staff. Ability to design appropriate system modifications, prepare plans or specifications and perform or supervise their implementation.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the tools, methods and materials used in installing, operating, maintaining and repairing high or low pressure steam or hot water boilers, heating/air conditioning, refrigeration, compressors, ventilation and related auxiliary equipment.

Ability to use testing equipment to diagnose malfunctions in electrical systems, electronic or pneumatic control units, boiler operating limit indicators and refrigeration units. Ability to establish work and maintenance schedules, prepare reports and keep accurate records. Ability to read and interpret equipment service manuals, technical references, complex blue prints and wiring diagrams. Ability to establish effective working relationships with supervisors, subordinate staff, vendors, contractors and manufacturers. Ability to respond quickly in emergencies. Ability to operate and maintain a computerized energy management system.

In addition, all knowledge, skills and abilities required at the lower level of the series.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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